

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
Personnel Class Specification

Administrative Aide II – Assignment Office

DEFINITION OF CLASS:

The Administrative Aide II is an entry level position in the Assignment Office. The incumbent reports directly to the Assignment Commissioner, Office Manager, and is ultimately responsible to the Court Administrator.

This job description is utilized to give a broad overview of the various desk assignments in the Assignment Office. It is essential for employees of this office to learn all desk assignments, and to accomplish this, employees may be rotated accordingly.

Each desk assignment has its own unique job description to assist in providing detailed responsibilities related to that desk assignment so the employee can have a full understanding of what is expected in that assignment.

Desk assignment rotation will provide each employee an opportunity to learn the various aspects of the Assignment Office and enhance his/her opportunity for future growth within the Circuit Court.

EXAMPLES OF ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Locate all criminal, civil, and family files needed for the various hearing and trial assignments.
- Review files prior to delivery and ascertain whether the scheduled matter remains pending or to resolve outstanding issues prior to delivery.
- Prepare the judges' and magistrates' daily and special dockets for delivery.
- Distribute all files and dockets to the judges and/or magistrates for the following day.

- Attend criminal, civil and juvenile pre-trial dockets weekly to coordinate mandatory deadlines, DCM guidelines, trial dates, pre-trial dates, and specially assigned dates with the Court and counsel.
- Assist in the management of the judges' and magistrates' calendars:
 1. Assign, notify and post events to be heard by judges and/or magistrates;
 2. Coordinate and review all files for appropriateness;
 3. Notify judges' chambers of assignments and removals; and/or
 4. Maintain up-to-date information on all track assignments including Track 4 and special assignments.
- Assist in the management of the civil, criminal and family motions dockets:
 1. Set, notify and post hearings;
 2. Coordinate and review all files for appropriateness; and/or
 3. Notify judges' chambers of assignments and removals.
- Review all criminal, civil, family, and juvenile scheduling orders before, or following, scheduling conferences for accuracy.
- Work front counter on assigned days and back up front counter duty for other Assignment Office staff on scheduled and/or unscheduled leave.
- Report carry-over information from the courtrooms; make changes to next day assignments and broadcast to related departments.
- Prepare weekly pre-trial dockets with case status information and print or prepare available date information for courtroom scheduling.
- Transport court files from one department to another within the Court.
- Assist in maintaining reports of the Assignment Office's dockets for statistical purposes.
- Assist with specific training of assigned desk to new employees of the office and/or employees transferred to new desk assignments.
- Submit files with pending motions for review and rulings to the judges, magistrates and/or case managers.
- Review and process incoming criminal, civil, family and juvenile memorandums and Orders of Court, and update computer system on trial postponements, continuations, resets, DCM guideline dates, and added and removed matters scheduled before the Court as ordered.

- Prepare “Stay Orders” for cases that have settled, and update all dispositions in computer system to remove the cases from the trial docket.
- Assist with researching and processing Quality Control Questionable Case Reports.
- Assist with scheduling matters from courtroom telephone calls.
- Update office manuals with current court procedures.
- Answer telephones and assist the public with general and assignment information.
- Check out files using File Trail system to the appropriate destinations.
- Update courtroom information in the computer system from the previous day’s events.
- Print daily docket and make telephone calls to the appropriate parties to verify hearing and trial information.
- Review and check loose papers that have been entered by the Clerk’s Offices daily.
- Review and update hearings in the computer system from daily and weekly printouts.
- Fax, copy, scan and collate docket information for Assignment Office and related departments.
- Order transcripts, exhibits and depositions for criminal, civil, and family cases that are scheduled on the court’s calendar.
- Prepare and distribute court hearing and trial notices for mailing and filing.

This job description reflects management’s overview of essential functions. It does not prescribe or restrict additional various diversified tasks and assignments that may be required by the Assignment Commissioner, Office Manager, Judicial Officers, and/or the Court Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work the full-time standard Court work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday) with flexibility to accommodate any early or late meetings.
- Ability to communicate effectively, orally and in writing.
- Excellent telephone manner and experience dealing with the public.

- Ability to exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel and the public.
- Maintain a regular, punctual and reliable level of attendance. Ability to work independently and have high level interpersonal skills to handle sensitive and confidential situations.
- Ability to work rotating assignments.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices, and procedures.
- Ability to handle multiple tasks and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to set priorities and simultaneously process multiple duties and responsibilities.
- Conversational Spanish desirable, but not required.
- Ability to lift and transport stacks of court files to perform the essential functions of this position.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.

MINIMUM QUALIFICATIONS

- High school graduate.
- Good command of the English language (written/oral).
- Strong organizational skills a must.
- At least one year customer service experience.
- Basic knowledge of Microsoft Office Applications, i.e., Word, Excel, and Access.
- An equivalent combination of experience and education may be substituted.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

How to apply for employment opportunities in the Administrative Office of the Circuit Court:

1. Please open the [Online Employment Application PDF](#). **Mac users MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.

Please send an email with following attachments to adminhr@mcccourt.com: completed application, cover letter, resume, and a writing sample.